



## Memorandum

**APO MEMO NO.: 01-01**

**To:** County Mental Health Directors

**Date:** July 10, 2001

**From:** Systems of Care  
Research & Performance  
Outcomes Development

**Telephone:** (916) 654-0471

**Subject:** REMINDER - ADULT PERFORMANCE OUTCOME DATA REPORTING  
DEADLINE IS AUGUST 15, 2001

The Department of Mental Health Research and Performance Outcome Development Unit (RPOD) would like to remind all counties that the Adult Performance Outcome System's (APOS) data reporting deadline is August 15, 2001. All counties are now on the same semi-annual reporting schedule. Counties that fail to report or have to re-send their data multiple times due to errors will not receive credit for accurate timely performance outcome reporting. This information is now being used as one criterion DMH employs to select recipients for grant funds.

Due to confusion with the Child and Youth Performance Outcome System (CPOS) reporting deadlines, APOS has changed its data reporting deadlines to coincide with the CPOS deadlines. Data will be due to DMH approximately a month and a half following the end of each reporting period. **The next APOS reporting deadline is August 15, 2001 and will cover the period from January 1 to June 30, 2001.** In the past, APOS staff has allowed "grace periods" following the deadline. Due to the extended period of time for reporting, ALL DATA MUST comply with the Adult Performance Outcome Data Dictionary and be named accordingly by the August 15<sup>th</sup> deadline. No grace periods will be given. Data accepted beyond the August 15<sup>th</sup> deadline will be credited towards the next semi-annual deadline. It was suggested in **APO Memo No.: 00-06**, March 23, 2001, *"Counties should attempt to submit adult data at least a month before the deadline to allow time to correct mistakes and to allow staff to review the submission and provide timely feedback."* Only one county performed a "test upload" to DMH.



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**Counties Not Reporting Data**

Counties that will not meet the August 15, 2001 deadline are asked to submit a formal status report as soon as possible, outlining any problems, concerns, or difficulties causing the delay. Counties in need of assistance are urged to contact DMH for possible solutions.

Please direct general questions related to the Adult Performance Outcome System to the attention of Karen Purvis at (916) 653-4941 or email her at [Kpurvis@dmhhq.state.ca.us](mailto:Kpurvis@dmhhq.state.ca.us). Questions related to data format and transmission issues should be directed to Rachel Luxemburg at (916) 654-0984 or email her at [rluxembe@dmhhq.state.ca.us](mailto:rluxembe@dmhhq.state.ca.us). If you need assistance with the ITWS, call the DMH "Help Desk" at (916) 654-3117.

JIM HIGGINS, Ed.D., Chief,  
Research & Performance Outcomes  
Development

cc: Adult Performance Outcome Primary Contact  
Adult Performance Outcome Technology Contact